

U.S. Department of Justice
Office on Violence Against Women

OVW

Rural Domestic
Violence and Child
Victimization Grant
Program Special
Initiative: Faith-Based
and Community
Organization Pilot
Program

Fiscal Year 2005
Solicitation

GMS REGISTRATION DEADLINE:
April 15, 2005

APPLICATION DEADLINE:
April 29, 2005

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

Alberto R. Gonzales
Attorney General
U.S. Department of Justice

Diane Stuart
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1-800-421-6770

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202-307-2277

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Rural Domestic Violence and Child Victimization Enforcement Grant Program

The Rural Domestic Violence and Child Victimization Enforcement Grant Program (the Rural Program) recognizes that victims of domestic violence, dating violence and child victimization living in rural jurisdictions face unique barriers to receiving assistance and additional challenges rarely encountered in urban areas. The geographic isolation, economic structure, particularly strong social and cultural pressures, and lack of available services in rural jurisdictions significantly compound the problems confronted by those seeking support and services to end the violence in their lives and complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence, and child victimization cases. In addition, socio-cultural, economic, and geographic barriers create difficulties for victim service providers and other social services professionals to identify and assist victims of domestic violence, dating violence, and child victimization.

The primary purpose of the Rural Program is to enhance the safety of victims of domestic violence by supporting projects uniquely designed to address and prevent these crimes in rural jurisdictions.

About the Special Initiative: Faith-Based and Community Organization Pilot Program

Faith-based and community organizations have a long history in bringing aid to victims of domestic violence and their families. More often than not, victims of domestic violence seek the comfort, guidance, and assistance of faith-based and community organizations because these organizations are trusted members of the communities in which they live. The trust and familiarity vested in these organizations by the communities they serve has translated into the ability to provide social services on a level not traditionally supported by the federal government. OVW recognizes the value of this history and seeks to promote greater and more equitable participation of faith-based and community organizations in social services programs supported by the Department of Justice through the Faith-based and Community Initiative in order to fulfill its mandate to effectively serve victims of domestic violence.

This Pilot Program is distinct from the FY 2005 Rural Domestic Violence and Child Victimization Grant Program as OVW will award funding, through a cooperative agreement, to intermediary organizations that will (1) support the activities of small, grass roots faith-based and community organizations in serving rural victims of domestic violence through the management of competitive sub-awards and (2) provide technical assistance to sub-award recipients to develop their capacity to provide services to rural victims of domestic violence. Cooperative agreements are used when substantial collaboration is anticipated between OVW and the grantee during performance of the proposed activities. The Director of OVW will retain final authority regarding the sub-awards by the intermediary. OVW is particularly interested in increasing the local capacity of rural communities to respond to any one or a combination of the following underserved victims of domestic violence such as migrant workers, geographically isolated victims, the elderly, individuals with disabilities, and cultural, linguistic, or ethnic minority groups.

Availability of Funds and Award Amounts

OVW has allocated \$4 million to this Special Initiative to make a single or multiple awards not to exceed that amount. Applicants should carefully consider their needs and resources to undertake this program in the preparation of their budget. Applicants should further note that OVW will require that 80% of the amount awarded to an intermediary will be passed through to small faith-based and/or community organizations through sub-awards. **The award period for this pilot program will be 12 months.**

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) April 29, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS).** Applicants should register online with GMS **by April 15, 2005.** It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be sent to Aspen Systems Corporation via overnight delivery not later than **April 29, 2005.** We strongly recommend that you use a track-able shipping method that will allow you to confirm the delivery of your application. Applicants should retain proof of timely submission. Please refer to the "How to Apply" section on page 16 of this solicitation for further instructions.

Program Eligibility

The following are eligible applicants¹:

- Community Organizations of Rural States (nonprofit, private entities)
- Faith-based Organizations of Rural States (nonprofit, private entities)

1. 42 U.S.C. sec. 13971 (a)

Rural and Non-Rural States

By statute, states are categorized as “rural” or “non-rural.” A rural state is a state that has a population density of 52 or fewer persons per square mile or a state in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1972.² Please refer to Appendix A for a list of the states classified as rural. Public or private entities, including community organizations and faith-based organizations, of non-rural states are ineligible applicants.

Private entities of non-rural states that are members of or central offices of national organizations may consider applying through an affiliated organization located within a rural state.

Program Scope

In an effort to promote the greater and equitable participation of faith-based and/or community organizations in criminal justice programs supported by the Department of Justice, OVW seeks intermediary organizations that will serve as partners between the Department and the faith-based and/or community organizations they will assist. This pilot program is specifically designed to increase the level of services available to rural victims of domestic violence by increasing the number of first-time, grass roots faith-and/or community-based organizations receiving OVW funding and technical assistance in rural America. Grantees will also build the capacity of these organizations to sustain their programs independent of OVW funding. Consequently, grantees will be organizations that have a history of working with small faith-based and/or community organizations; expertise in services to victims of domestic violence; and a demonstrable capacity to reach and train a broad network of small, grass roots faith-based and/or community organizations.

Sub-Awards

Grantees will work to identify gaps in services to rural victims of domestic violence and child abuse that can be filled by small faith-based and/or community organizations. With approval from the Director of OVW, grantees will make sub-awards to small faith-based and/or community organizations, with priority accorded to organizations that have not received funding from the Department of Justice prior to the date of this solicitation’s issuance. The activities to be supported by funds sub-awarded by the grantee are:

- Providing treatment, counseling and/or assistance to victims of domestic violence, including in immigration matters; and
- Developing domestic violence education and prevention strategies, in cooperation with the community being served.³

2. 42 U.S.C. sec. 13971 (b)

3. 42 U.S.C. sec 13971 (a)(2) and (3).

Grantees will be required to make 80% of the total amount awarded under this solicitation available for sub-awards. The issuance of sub-awards must adhere to the following criteria:

- The grantee will work closely with OVW to identify eligible applicants.
- The grantee will work closely with OVW to develop and widely disseminate and/or publish a solicitation for sub-awards. The solicitation will require applicants for sub-awards to provide a budget and to agree to provide required data as a condition of receiving the award.
- The competitive process for sub-awards must be fair and open. In accordance with the Department's regulation, "Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of All Justice Department Program Participants," 28 C.F.R. pts 31, 33, 38, 90, 91, and 93, "no eligible applicant or subgrantee will be discriminated for or against on the basis of religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization."
- Sub-award recipients must be chosen through a fair and open competitive process conducted and managed by the intermediary. **Under no circumstances are sub-awards to be pre-selected or sole-sourced.**
- Applications for sub-awards will be addressed to the Director of OVW, who will maintain final approval authority over the issuance of any sub-awards. OVW will work with the grantee to establish criteria for selection of the sub-grantees and to develop the appropriate review and approval mechanism.
- Eligibility for sub-awards is restricted to small faith-based and/or community organizations with less than 10 full-time employees and an annual budget of less than \$100,000. Priority consideration for sub-awards will be accorded to those small faith-based and/or community organizations that have not administered funding by the Department of Justice prior to the date of this solicitation's issuance.
- Sub-awards may only be made to small faith-based and/or community organizations serving rural victims of domestic violence.
- The grantee will submit recommendations for funding of each eligible applicant to OVW for approval. The grantee must provide each sub-grantee applicant written notification of the final resolution of its application, and forward a copy to OVW.

As mentioned above, OVW is particularly interested in increasing the local capacity of rural communities to respond to underserved victims of domestic violence such as migrant workers, geographically isolated victims, the elderly, individuals with disabilities, and cultural, linguistic, or ethnic minority groups. Grantees must (1) demonstrate the capacity and expertise to identify faith-based and community organizations serving these underserved groups and (2) the ability to provide its sub-award recipients with the necessary technical assistance and training to build the capacity of these organizations to serve such underserved groups. Grantees are programmatically and fiscally responsible for the performance of all sub-awards made under the grant.

Unallowable Costs

Grant funds may not be used for the following activities:

- Investigation, prosecution or provision of direct services for child victimization, rape, sexual assault or stalking that are not related to a domestic violence incident;
- Implementing projects that only involve conducting research on domestic violence, dating violence and/or child victimization;
- Batterer's Intervention Programs that are voluntary and not court-mandated;
- Anger management classes; or
- Lobbying.

Technical Assistance

The intermediary grantee must have demonstrable experience and capacity to provide technical assistance to faith-based and/or community organization receiving sub-awards. The intermediary will serve as a conduit that, through capacity building and technical assistance activities, will increase the participation of faith-based and/or community organizations in local and state-wide coordinated responses to domestic violence, including membership in state domestic violence coalitions. OVW is interested in intermediaries that will create new avenues of partnership and collaboration between small faith-based and community organizations and law enforcement officers, prosecutors, victims' advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence and dating violence.⁴

Technical Assistance activities funded under this solicitation will be conducted at no cost to the faith-based and community organization receiving sub-awards by the intermediary. OVW is interested in grantees dispatching technical assistance providers and other experts to the sub-award recipients for on-site technical assistance and training rather than convening a broad technical assistance and training conference. The following is an exemplary list of technical assistance activities that could be provided to sub-award recipients in coordination with OVW:

- Incorporation of "best practices" in services to victim of domestic violence and child abuse (to include immigration matters), including practices that ensure a victim's safety and confidentiality
- Incorporation of appropriate and effective community education and prevention strategies regarding domestic violence, dating violence, and child abuse
- Development of mechanisms to ensure timely and accurate reporting on activities undertaken through this program

4. 42 U.S.C. sec 13971(a)(1).

- Outreach, recruitment, and management of volunteers and non-governmental support
- Legal assistance in various areas such as the process of incorporation or obtaining tax-exempt status
- Needs assessments to identify a sub-award recipient's needs, areas of improvement, or the needs of the community it serves
- Development of a full range of organizational and business management policies and practices, including accounting controls and human resources management

Ensuring Victim Safety

The safety of victims of domestic violence is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Case management that does not ensure the confidentiality of victims;
- Mediation or counseling for couples as a systemic response to domestic violence, and;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.

Moreover, OVW will require intermediaries to educate sub-award recipients about activities that may compromise a victim's safety and to decline sub-award applications that propose activities that may compromise a victim's safety.

Review Process

All applications will be subject to review and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be considered for funding. The total point possible for an application is 100. Applicants are not entitled to an appeal of an OVW funding decision. If the applicant fails to meet the criteria listed below, the application will not receive further consideration:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program;
- Whether all statutory eligibility criteria are met;
- Whether the minimum requirements for the program are met;
- Whether the application proposes significant activities that may compromise victim safety;
- Whether the proposed budget is within the established limits.

Application Content

Applicants must complete each of the following sections as part of their proposals. Applicants will not be contacted for missing sections or incomplete information. OVW may remove the application from consideration prior to its review if the application is incomplete. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal must follow the order below. Each page of the proposal must be consecutively paginated. Incomplete applications will not be considered for funding. Reviewers will only evaluate the materials submitted in connection with this solicitation consisting of an applicant's proposal and required attachments. Any application components exceeding the page limits articulated below will not be evaluated.

Applicants must use the following page format requirements:

- Double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page for the Summary Data Sheet and Abstract
- No more than 20 pages for the Project Narrative

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.589 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to

accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Ensuring Equal Opportunity Survey

Since FY 2003, the Department of Justice has invited applicants to complete a survey entitled *Ensuring Equal Opportunity*. Applicants are prompted to complete this survey online while completing the SF 424. The survey helps the Department to better understand the types of non-profit organization applying for funding. Private, non-profit applicants are strongly encouraged to complete this survey. Whether an applicant completes this survey, or the responses contained therein, is not criteria for evaluation and will not be a factor for consideration by OVW in the awarding of funds under this solicitation or any other solicitation.

Summary Data Sheet and Proposal Abstract (10 Points)

Applicants must list the following:

- Agency/Organization Name
- Agency/Organization Type (community organization or faith-based organization)
- Geographic scope of the applicants proposal
- The underserved group or groups to be served by the intermediary
- Whether the applicant is from a rural or non-rural state

The proposal abstract is meant to serve as a succinct description of the proposed project, including goals and objectives.

Project Narrative (A total of 90 points):

The narrative should include the following:

I. Description of the Intermediary Applicant and its Capacity to Serve as an Intermediary: 35 points

Applicants must describe their organization and its capacity to serve as an intermediary for OVW and small faith-based and/or community organizations. Applicants must further describe their (a) history of working with small faith-based and community organizations; (b) expertise in services to victims of domestic violence, and (c) capacity to reach a broad network of small faith-based and community organizations.

II. What Will be Done: 45 points

Applicants must describe in significant detail how they intend to accomplish the goals and objectives described by OVW in the Program Scope regarding the provision of sub-awards and technical assistance. Applicants should place particular emphasis on describing their plans for outreach to and the recruitment of sub-award applications from faith-based and community organizations. Applicants will use this section to describe how it will conduct the sub-award process, the types of activities that will be funded through sub-awards, the anticipated amount of or dollar range of sub-awards.

Applicants should further use this section to broadly discuss technical assistance strategies it will employ that are designed to build the capacity of small faith-based and community organizations to provide services to rural victims of domestic violence. Applicants should plan to commence activities under this program at the beginning of Fiscal Year 2006 (October 1, 2005).

Budget

Applicants must attach a proposed 12 month budget to this section intended to commence with the beginning of Fiscal Year 2006 (October 1, 2005). The proposed budget is intended as a supplement to an applicant's description of what will be done illustrating the applicant's assignment of budgetary resources to the proposed activities. Budgets must be submitted in a spreadsheet format.

III. Data Reporting: 10 Points

OVW will require applicants to provide monthly qualitative and quantitative reporting on project activities, including data on sub-award recipients. Applicants must describe their ability to gather data on its activities under this project, including outreach activities, sub-award funding, applicant, and activity data. OVW will seek information such as sub-award applicant and recipient name and location, organization type, funding amount, the type of services that will be supported by the sub-award, number of victims served, number of victims seeking services who could not be served, and the types of services received.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications.

However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each

occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Additional Program Requirements

Performance Measurement

There are two statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of government programs and activities requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs.

To address these statutory requirements, OVW has developed a Rural Program semi-annual Progress Report that requests specific data on grantee activities. OVW, through the U.S. Department of Justice, National Instituted of Justice (NIJ) will undertake an evaluation of this program. Recipients will be required to work with the National Institute of Justice and OVW on program evaluation and performance measurement as a condition of their award. Accordingly, OVW will require that grantees ensure that the evaluation team has access to:

1. Sources of data including but not limited to program records and documents, crime data, etc.
2. Contact information for individuals who would be willing to be interviewed about the program
3. Program staff for participation in interviews
4. Program participants who would be willing to be interviewed (Staff from both the intermediary organizations and the sub-grantee organizations)
5. Space for evaluation team members to conduct interviews, and do other necessary work on-site, if necessary, during the course of the evaluation

Grantees' performance may be measured based upon the following criteria:

1. Development of a process for selecting sub-grantees that meet program eligibility requirements, to include the rejection of programs that may compromise a victim's safety.
2. Educating sub-award recipients about activities that may compromise a victim's safety and promising practices in the delivery of services to victims of domestic violence.
3. Conduct needs assessments for all sub-grantees.
4. Implementation of organizational and business management policies.
5. Establishment of administrative mechanisms for timely and accurate reporting of sub-grantee's activities, including ensuring that sub-grantees comply with all programmatic and fiscal requirements of the program.
6. Establishment of mechanisms for delivery of technical assistance and sub-grantee satisfaction with technical assistance provided by grantee.

Intermediary organizations will be required to provide the following output data. Intermediary organizations will further be required to work with OVW to collect data from sub-grantees.

1. Number of grants funded to eligible grantees.
2. Number of needs assessments completed, if applicable.
3. Formal organizational and business policies developed.
4. Timely and accurate reporting of sub-grantee activities.
5. Delivery of on-site tailored technical assistance.
6. The number of victims served by sub-grantees, the number of victims seeking services who could not be served, and the types of services provided to them.

OVW and NIJ anticipate the following outcomes of this program:

1. Sub-grantees comply with all programmatic and fiscal requirements of the program.
2. Sub-grantee satisfaction with nature, scope, and level of technical assistance provided by grantee
3. Sub-grantee service provision maintained or expanded.
4. Sub-grantee services sustained (e.g. able to obtain other resources beyond federal funds).

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202) 354-4147 and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- Timely submission of monthly qualitative and quantitative reports on project activities, including data on sub-award recipients;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Rural Domestic Violence and Child Victimization Grant Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and Section 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix B, the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS.

Note: The Catalog of Federal Domestic Assistance number for this Program is 16.589.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by April 29, 2005, to:**

**Rural Domestic Violence and Child Victimization Grant Program Special Initiative:
Faith-Based and Community Organization Pilot Program
Office on Violence Against Women
Department of Justice
810 Seventh Street, NW
Washington, D.C. 20531**

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **April 29, 2005**. The application attachments that may be faxed to (202) 354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on

April 29, 2005. The hard copy original must be sent to OVW via overnight delivery not later than **April 29, 2005.** Applicants should retain proof of timely submission.

We recommend that you register through GMS at least ten days before the application due date, or no later than **April 15, 2005.** All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process. **For additional information, please contact the OVW at (202) 307-6026.**

APPENDIX A

Statutory Eligibility Summary

Statutory Eligibility Summary

Within These Designated Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	<ol style="list-style-type: none"> 1) The State 2) Local Governments 3) Public Entities 4) Private Entities
Within These Designated Non-Rural States:	The Eligible Applicant Is:
Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin	<ol style="list-style-type: none"> 1) The State, which may apply on behalf of one or more of its rural jurisdiction(s)
Within These Indian Tribal Governments:	The Eligible Applicants Are:
Federally Recognized American Indian and Alaska Native tribal governments	<ol style="list-style-type: none"> 1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians

APPENDIX B

GMS Step-by-Step Guide

Please Note: It is the applicant's responsibility to notify the Office on Violence Against Women by telephone if the applicant is unable to submit the application online by the application deadline.

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.589, titled "The Rural Domestic Violence and Child Victimization Enforcement Grant Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 5:30 p.m. ET on **April 29, 2005**. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by **April 15, 2005**.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”

Select the “Office on Violence Against Women” from the drop-down list and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find “The Rural Program” and click “Apply Online.”

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

Step 4: Completing the Applicant Information

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 12 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the

deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS must be faxed to (202) 354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the How to Apply section.